

**SOUTH LAKE
ELEMENTARY
SCHOOLS**

**Student/Parent Handbook of
General Information
2017-2018**

**Avalon, Elmwood, Koepsell
St. Clair Shores, Michigan**

**Kindergarten and
Grades 1 through 5**

A MESSAGE TO PARENTS

“The difference between a successful person and others is not a lack of strength, nor a lack of knowledge, but rather a lack of will.”

Vince Lombardi

Children are our nation’s best and brightest resource. The mission of our schools is to produce citizens who can effectively communicate, gather and use information, make responsible decisions and adapt to challenges of the future.

Research shows that a child’s learning is greatly influenced by parents and other family members. In fact, parents’ involvement in the learning process enables children to learn more. Research also shows that, when parents and staff work together cooperatively, student learning is enhanced.

South Lake Schools recognizes this and encourages parents to be active participants in their child’s educational growth. Therefore, please let staff members know how our schools can best serve your child.

The 2017/18 school year will present many challenges within our school district, state and country, but South Lake graduates will continue to demonstrate that they are educationally prepared to contribute to and lead our society. As superintendent, I feel especially proud knowing that our students are in good hands . . . the care of South Lake’s outstanding staff.

Ted Von Hiltmayer
Superintendent of Schools



OUR VISION

It is our vision to create a School District, characterized by the quality of our staff, committed to working together with the community in a positive environment to prepare all learners for the future.

OUR MISSION

South Lake Schools' commits itself to being a leader of excellence.

OUR GOALS FOR STUDENTS

A Pre K-12 education in South Lake Schools will provide all students with opportunities to develop their potential in order to lead productive, satisfying lives, and to prepare for their adult roles, which include becoming:

- Literate individuals
- Healthy and fit people
- Responsible family members
- Productive workers
- Involved citizens
- Self-directed lifelong learners

To this end, the District adopts the following broad educational goals.

Students will maximize their capacity to:

- Pursue the goal of lifelong learning
- Gather and use information
- Make responsible decisions
- Feel positive about themselves and others
- Think clearly and communicate effectively
- Adapt to the challenges of the future
- Manage change effectively
- Be creative and innovative persons

Chain of Command/How to Effectively Communicate with School Officials

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way.

- 1. On Matters Involving Instruction / Curriculum**
 - a. Classroom Teacher
 - b. Principal
 - c. Director of Instruction & Assessment
 - d. Superintendent
 - e. Board of Education

- 2. On Matters Involving Athletics**
 - a. Coach
 - b. Athletic Director
 - c. Superintendent
 - d. Board of Education

- 3. On Matters Involving Student Discipline**
 - a. Classroom Teacher
 - b. Principal

- 4. On Matters Involving Student Expulsions**
 - a. Superintendent
 - b. Board of Education

- 5. On Matters Involving Facilities/Grounds/Buildings**
 - a. Principal
 - b. Director of Operations/Facilities & Transportation
 - c. Superintendent
 - d. Board of Education

- 6. On Matters Involving Transportation**
 - a. Bus Driver
 - b. Transportation Coordinator
 - c. Director of Operations/Facilities & Transportation
 - d. Superintendent
 - e. Board of Education

**SOUTH LAKE ADMINISTRATION
2017-2018**

Superintendent
tvonhiltmayer@solake.org

Ted Von Hiltmayer
586-435-1602

Director of Instruction
& Assessment
jthero@solake.org

John Thero
586-435-1640

Director of Business
& Human Resources
fthomas@solake.org

Frank Thomas
586-435-1660

Director of Special Services
kwrona@solake.org

Karen Wrona
586-435-1610

Director of Operations/Facilities
& Transportation
dhambaum@solake.org

Dave Hambaum
586-435-1621

Avalon Elementary

Unassigned at time of printing
586-435-1000

Elmwood Elementary
mfringer@solake.org

Michael Fringer
586-435-1100

Koepsell Education Center
dboehm@solake.org

Diane Boehm
586-435-1500

Middle School Principal
mbruce@solake.org

Mike Bruce
586-435-1300

Athletic Director
cballee@solake.org

Chad Ballee
586-435-1441

High School Principal
rbeato@solake.org

Robert Beato
586-435-1404

High School Asst. Principal
rschroll@solake.org

Rebecca Schroll
586-435-1462

BOARD OF EDUCATION & ADMINISTRATION OFFICES

23101 Stadium Boulevard
St. Clair Shores, Michigan 48080
(586) 435-1600

BOARD OF EDUCATION

2017-2018

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MELISSA GORDON
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Superintendent
Director of Instruction & Assessment
Director of Business & Human Resources
Director of Operations/Facilities & Transportation
Director of Special Services

ELEMENTARY SCHOOLS

Avalon Elementary School

20000 Avalon
St. Clair Shores, MI 48080
(586) 435-1000 Fax (586) 445-4358
Unassigned at time of printing, *Principal*
Cheryll Heckman, *Secretary*

Elmwood Elementary School

22700 California
St. Clair Shores, MI 48080
(586) 435-1100 Fax (586) 445-4338
Michael Fringer, *Principal*
Kyle DeBusschere, *Secretary*

Koepsell Elementary School

21760 Raven, Eastpointe, MI 48021
(586) 435-1500 – Fax (586)445-4322
Diane Boehm, *Principal*
Cindy Kostukoff, *Secretary*

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2017. If any of the policies or administrative guidelines referenced herein are revised after July 1, 2017, the language in the most current policy or administrative guideline prevails.

MISSION OF THE DISTRICT

OUR MISSION

South Lake Schools' commits itself to being a leader of excellence.

EQUAL EDUCATION OPPORTUNITY

The Board of Education is committed to maintaining a learning and working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, creed or ancestry, sex, marital status, genetic information, height, weight, sexual orientation, disability or age. The School District prohibits harassment and other forms of discrimination whether occurring at school, on School District property, in a School District vehicle, or at any School District related activity or event.

Furthermore, the Board is committed to equal employment opportunities and the prevention of discrimination in all aspects of employment, including recruitment, selection, training, promotion and retention of staff.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, national origin, religion, creed or ancestry, sex, marital status, genetic information, height, weight, sexual orientation, disability or age, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Frank Thomas
Director of Business & Human Resources
586-435-1630

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

1. The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:
 - A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
 - B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
 - C. establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
 - D. establishing and supporting a consistent and shared approach to child guidance and discipline;
 - E. providing for the proper health, safety, and well-being for their child;
 - F. developing English language proficiency for their child.
2. The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.
3. The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.
4. The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:
 - A. Hold an annual meeting to inform first time parents of the District parent involvement plan. A positive invitation in language understandable to the parents will be given to explain the District's commitment and the parent's right to be involved in the educational process of their child.
 - B. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
 - C. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with a tardy plan.
 - D. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.

- E. Post PTA/PTO/Family Council meetings, and parent involvement meetings on the District website and via-e-mail.
- F. Publish District and School Newsletter(s) informing parents about the parent involvement plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled District and school meetings and activities.
- G. Send home a parent-student-teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children. This compact shall be discussed and revised as necessary at least annually at school meetings.
- H. Maintain a consistent, District-wide effort to communicate regularly with parents. Teachers contact new students by mailing welcome notes.
- I. Schedule at least two (2) student conferences annually with the teacher(s) to inform parents of student's progress.
- J. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- K. Encourage continued positive partnerships involvement throughout the community by staff and administrators.
- L. Encourage active faculty participation in PTA, PTO or Family Council. Goal of 100% participation.
- M. Encourage parents to serve as chaperones for class field trips and other school activities.
- N. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially. These group discussions should meet (twice) a month, with a caseworker assigned for follow-up.
- O. Place announcements on the District's cable television channel in a consistent and timely manner.
- P. Place current and accurate announcements on the schools' marquis throughout the District.

RELATIONS WITH PARENTS

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;

- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

SCHOOL DAY

All elementary students K-5 attend a full day. Kindergarten sessions are full day. Elementary schools will start at 8:10 a.m. and dismiss at 3:10 p.m. The lunch hour is flexed between 10:50 a.m.-1:00 p.m. For safety of children, parents should time departure from home so that pupils arrive about five minutes before starting times. All pupils are required to report at home directly after dismissal.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and, as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information, so please check backpacks daily. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the classroom teacher.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Parents should ensure that contact information is updated in the school office with any changes in contact information.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the School Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

STUDENT HEALTH

An optimum level of health is necessary for a child to perform his/her best academically. As a personal health precaution, and in consideration of the health of others, **a child should be kept at home** if any of the following symptoms are present: nausea, vomiting, abdominal pains, complaints of chills and fever, sore throat, persistent coughing, or any skin rash or eruption.

In the event of injury or illness to the child at school, the principal or principal's designee will contact the parent immediately so that the parent or other emergency contacts can make arrangements for the child to be picked up from school.

If in the event of illness or accident the parent cannot be reached, the local Fire Department Ambulance Service will be called. The Fire Department will bill parents for the costs of the service.

Sometimes students are well enough to attend school and/or need to take medication. No prescription or over-the-counter medication will be administered to students by school personnel unless specific procedures have been followed.

Students are not allowed to take medication on their own. This includes aspirin, acetaminophen, cough syrup, cough drops, throat lozenges and other over-the-counter medication. If your child needs to take any medication, contact your principal. He/she will help you make the necessary arrangements. **Please note:** Parents must take all medication in original packaging to the office and complete the required forms, which may be obtained in the school office. Children should not carry their own medicine to school.

HEALTH RECORDS

A medical and developmental history form is filled out by the parent as each child enrolls in kindergarten. The medical and developmental information allows the school to know each child better and to be on the alert for symptoms of potential learning disabilities in certain children. Written proof of vision and hearing tests is required by law for all children who are entering Michigan schools for the first time. The tests may be completed by the family physician or by certified health department vision technicians.

HEALTH SERVICES

Although South Lake Schools does not employ a school nurse, certain health services are available to the schools through cooperative programs with the Macomb County Health Department. Cooperative South Lake/Health Department services include:

Vision Screening:

All students in first, third, fifth, seventh and ninth grades are tested each year. Teachers and parents are encouraged to refer children at any level who appear to have a vision difficulty.

Hearing Screening:

Kindergarten, second and fourth grade students are routinely tested each year. Any child with a known or suspected hearing difficulty will also be evaluated.

HOMEBOUND INSTRUCTION

Homebound/hospitalized services are provided to pupils who are confined to their homes or to a hospital for a limited period of time. Parental requests for homebound/hospitalized services should be made to the principal of your school. If the request is appropriate, the principal will arrange services for the child. Teachers of homebound or hospitalized pupils travel to home or hospital twice each school week working with books and materials used in the regular classroom. Children identified as Special Education students will be served by Special Education. Our Director of Special Services can be contacted at (586) 435-1610.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- () unless enrolling under the District's open enrollment policy.
- () unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have official records from their previous school. The school office will assist in obtaining the records, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

ELEMENTARY LEVEL

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the School office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from South Lake Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the principal.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
 - [] Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - [] Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS ELEMENTARY GRADES K-5

In those circumstances where a student must take nonprescribed medication during the school day, the following guidelines will be observed.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact our Special Services Director at 586-435-1610 to inquire about evaluation procedures and programs.

SPEECH AND LANGUAGE DEVELOPMENT

This program is designed to aid the child with a speech and/or language impairment related to articulation, fluency, quality or delayed language development.

Speech and language pathologists divide their time among all of the public and parochial schools within our district. Children who are referred by a parent or teacher may be evaluated to determine eligibility for speech and/or language services.

The Speech and language pathologists also provide hearing screenings to individual students thought to be having hearing problems.

DIAGNOSTIC SERVICES

The School Psychologist is a professionally trained individual who applies the principles of educational evaluation and measurement to explore behavioral and learning problems. Teacher Consultants may also administer achievement assessments.

If a special education referral is initiated, the assessments become part of the multidisciplinary team (MET) reports. All observations and data are recorded and written in a summary report that is reviewed with all parties at the Multidisciplinary and Individual Educational Planning Team meetings. A copy of the reports remains in a confidential special education file.

SCHOOL SOCIAL WORKERS

The School Social Worker serves as a link between the home and school in cases where social/emotional problems are affecting the academic and social growth of the child's school life. Students may be eligible to receive services as designated on an IEP focusing on specific goals.

SPECIAL EDUCATION PROGRAMS

South Lake Schools provides programs/services geared to the special needs of students who cannot learn effectively in regular academic classrooms. The purpose of special education programs/services is to help students learn required curriculum in a positive environment.

Students who are evaluated for eligibility are considered for placement in special education programs/services at an Individualized Education Program Team (IEPT) meeting which is attended by both school personnel and the student's parents. Students assigned to special education programs/services will participate in many

activities of the regular school program while receiving services designed to meet their different learning rates and utilizing a variety of strategies and, at times, curriculum. South Lake houses programs/services from early childhood through high school.

Provisions have been made through the Macomb Intermediate School District's Special Education Department and through the cooperative efforts of other school districts in Macomb County to provide programs for students who would benefit from services not provided at the local district. An IEP determines such placements.

CHILD FIND

Child Find is an array of comprehensive activities available through South Lake Schools and/or Macomb Intermediate School District, that identifies resident children, ages birth to twenty-six years who may be in need of special education services. Child Find offers evaluations to determine whether a child has an impairment. Following the evaluation, eligible children are referred to appropriate programs and services. If you feel your child needs special education services or if you have any questions, please call our Special Services Director at 586-435-1610.

COUNSELING

South Lake Counseling Services provide a developmental, sequential guidance and counseling program for all students K-6. The guidance component assists students in moving successfully through the learning process to prepare for life and career roles. The counseling component assists students in dealing with present life situations more effectively by developing positive personal, interpersonal and social skills.

SECTION 504 SERVICES

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504," prohibits discriminating against students on the basis of disability. The District expects its employees to be knowledgeable about its Section 504 procedures for evaluation and services.

If you have Section 504 questions concerning either current or prospective students, contact the Director of Special Services at 586-435-1610.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Curriculum Office at 586-435-1640 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When

documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

South Lake Schools charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

- Field Trips
- After School Activities
- Library Fines

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- () Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- () Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's teacher or counselor.
- () Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- () Students may not engage in house-to-house canvassing for any fund-raising activity.
- () Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

- () Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Cathy Clarke at cclarke1@solake.org.

Students may bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school office.

The South Lake Schools comply with the Michigan Mandatory Food Service Act 454 of the Public Act of 1976. All students are eligible to have lunch at school under rules set by the State Board of Education. Each principal has been directed to develop, publish and enforce reasonable rules governing the conduct of students who remain at school over the lunch period. Student violations of lunch hour regulations result in disciplinary action according to provisions of the Pupil Conduct Code.

In the event that a student comes to school with no lunch or lunch money, the school will provide a lunch. Following a meal replacement, a notice will be sent home requesting payment on the following school day. Ongoing situations will be dealt with on a case-by-case basis by food services.

FIRE, LOCKDOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a single loud buzzer.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills and consists of a school address system announcement.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of a school address system announcement.

SEVERE WEATHER

If there is a threat of a tornado or severe thunderstorm with winds exceeding 70 MPH which has the potential of causing severe building damage, a **Severe Weather Threat** will be announced. Staff will take students quietly and quickly to an assigned indoor location.

If at regular dismissal time a **Severe Weather Threat** is in effect, students and teachers will remain in designated areas until the “all clear” is announced.

No student will be released from school during a **Severe Weather Threat** period except under provisions of the Release from School Early Dismissal procedure stated on page 9 in this handbook.

EXTERNAL THREAT LOCKDOWN

When a staff member receives notification that there is an external threat in the community, the principal or designee will alert staff that an **External Threat Lockdown** exists. Exterior doors are locked.

IMMEDIATE EXTERNAL THREAT LOCKDOWN

If the intruder is noticed on school grounds, it will be announced **Immediate External Threat**. All movement in the building must stop. Students not in classrooms must immediately report to the nearest one. **NO ONE LEAVES A ROOM.**

INTERNAL THREAT LOCKDOWN

When a staff member receives notification that there is an internal threat in the building or shots are heard, principal or designee will alert staff by announcing **Internal Threat Lockdown**. Students not in classrooms must immediately report to the nearest one.

Principal or designee will announce when the emergency is over. Staff and students can resume activities and movement in the building.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Comcast Education Cable Channel 20, as well as regular television channels 2, 4, and 7 and radio stations WWJ, WJR, CKLW, WWWW and WKQI. Also, an automated call will be made to every student's home to the phone number we currently have on file.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. During school hours, all building doors are locked. Visitors may ring the bell and share their name and purpose for the visit. The door will then be buzzed open. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

The library is available to students during designated check-out periods. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a predetermined period. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned on time.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in a designated area of the building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF COMMUNICATION DEVICES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

By state law, students may not bring or use pagers and beepers in schools. School policy extends this to include the use of walkie-talkies, two-way radios and other electronic communication devices.

Cell phones may be brought to school, but may not be visible or turned on during the school day nor kept on person. Please discuss the purpose and guidelines for cell phones at school with your child.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within forty-eight (48) hours of their receipt.

[] The school has a central bulletin board located in the hallway, which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

[] Attendance rules apply to all field trips.

SCHOOL VOLUNTEERS/CHAPERONES

South Lake Schools relies upon and greatly appreciates active participation by parents as classroom volunteers and field trip chaperones. For the welfare and safety of all students, volunteers and chaperones are required to report to the school office to complete a screening form. This visit should take place at least 5 days prior to the activity date. Any person who volunteers to work with the District shall be screened through the Internet Criminal History Access Tool (ICHAT) criminal history records check prior to being allowed to participate in any activity, classroom, program or field trip. This process needs to be completed each school year.

GRADES

South Lake Elementary Schools use a standards based grading system. Each student is evaluated by their teacher(s) on each of the required learning standards identified in the curriculum. In addition, students in grades 3 – 5 are given a standard grade. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading systems:

Grades K – 5 Standards Grades

- 5 - Understands content taught and applies knowledge in practical or new ways
- 4 - Understands content taught
- 3 - Partial understanding of the content taught, but struggles with complex ideas or application
- 2 - With help, a partial understanding of the content taught
- 1 - No understanding of content taught

Grades 3 – 5 Summative Grades

- A = Excellent achievement
- B = Good achievement
- C = Satisfactory achievement
- D = Minimum-Acceptable achievement
- F = Unacceptable achievement

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

HOMEWORK

The matter covered should represent a review of material already introduced, and it should not take more than thirty (30) to sixty (60) minutes of diligent effort for average pupils to complete. In early years, the length of the assignment is commensurate with average attention spans for the level. Not all teachers assign homework and few assign it every night. When it is assigned, they follow the above policy. The amount of homework may vary in Elmwood's accelerated classrooms.

Parents should oversee homework, not do it for the student. The assignment is the child's, and if the child is to develop into a self-reliant adult, he/she should be held responsible for his/her own assignments. As we have noted above, material assigned as homework has been previously introduced in class.

COMPUTER TECHNOLOGY AND NETWORKS

TECHNOLOGY AND ETHICS

South Lake Schools (www.solake.org) will incorporate technology throughout the educational program to improve the achievement and performance of all learners. With access to technology come certain responsibilities:

- Careful use of equipment and software;
- Respect for others' property and work;
- Respect for the privacy of data files and e-mail;
- Respect for the copyright of software/online services;
- Respect for the Internet Acceptable Use Agreement.

Failure to demonstrate these responsibilities may result in loss of privileges and/or disciplinary action based on the Student Code of Conduct. For more information about Internet access, the technology curriculum and/or the technology in your school, contact John Thero, Director of Instruction & Assessment, at 586-435-1640.

Acceptable Use Policy
BOARD OF EDUCATION OPERATIONS
SOUTH LAKE SCHOOLS
7540.03

TECHNOLOGY USE BY STUDENTS AND STAFF

The purpose of this policy is to facilitate technology use, network (electronic mail and electronic bulletin board) and Internet access (all referred to as "Network"), for educational purposes for the staff and students where appropriate. As such, this access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, "user" includes both staff and students.

The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

The District reserves the right to remove files, limit or deny access, and refer the user for other disciplinary and/or legal actions in accordance with Board of Education Policy, Administrative Guidelines, current collective bargaining agreements (where applicable) and/or the Student Code of Conduct.

The District reserves all rights to any material stored in files, which are generally accessible to others, and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A user will not use his/her district-approved computer account/access to obtain; view, download, or otherwise gain access to such materials.

Computers will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. The District will use passwords and filters.

All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

The District and/or Network resources are intended for the exclusive use by their registered users. The user is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a user member's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

- A. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- B. Misrepresenting other users on the network;
- C. Disrupting the operation of the network through abuse of the hardware or software;
- D. Malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
- E. Retrieving, viewing, obtaining, copying or sending obscene, pornographic, sexually oriented, or similar adult materials;
- F. Retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered in the context of a school assignment;

- G. Interfering with others' use of the network;
- H. Extensive use for non-curriculum related communication;
- I. Installation (downloading or executing) of copyrighted or non-direct approved software;
- J. Unauthorized downsizing, copying, or usage of licensed or copyrighted software, video and music;
- K. Allowing anyone to use an account other than the account holder;
- L. Uploading, downloading, creating, or knowing transmission of viruses.

The use of District and/or Network resources is for the purpose in order of priority.

- Direct support of the academic program
- Telecommunications
- General information
- Recreational

All of the above uses should still be related to the educational or business mission of the District.

The District and/or Network does not warrant that the functions of the system will meet all specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The user will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space. The district and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users. Email is not to be considered a private form of communication. Email may be monitored; stored email may be accessed and read at any time by the employer at the discretion of the employer.

The user may not transfer file, shareware, or software from information services and electronic bulletin without the permission of the Technology Coordinators. The user will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

Copyrighted material must not be placed on any system connected to South Lake Schools without the written permission of the copyright holder. All software must be approved prior to installation on district hardware. Users may not download copyrighted data, including digital music and software, without permission of the author. Fees for such downloads must be authorized in advance by the district. The district shall be the custodian of all licenses and proofs of purchase.

The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity. The user is responsible for the proper use of the equipment and will be held accountable for any damage to, or replacement of, equipment caused by abusive use.

M.C.L.A. 397.606 (6)

DEFINITIONS

A user is a person who uses technology to acquire process or create information.

Technology includes computers, printers, and other hardware; software applications; and Internet services.

Use/activities which support the educational mission refers to viewing and retrieving information related to the district's curriculum, i.e., student's course work, teacher's instructional program, and an administrator's duties.

Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the district system or any other system. This includes, but is not limited to, the uploading, downloading, creation or knowing transmission of computer viruses.

STUDENT ASSESSMENT

In order that we may evaluate a pupil's progress more accurately, a testing program has been developed to evaluate achievement at various intervals during a student's progress through school.

The M-Step Test is administered annually in grades 3-5 as required by the State of Michigan. Computer scoring provides the teacher with information which identifies each student's achievement. A computer printout, called a Parent's Report, is received by South Lake Schools from the test bureau and is given to parents.

Regular and consistent assessments may be given to identify specific areas of difficulty for the individual student. All test results become a part of the pupil's permanent record.

SECTION III - STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

South Lake Elementary Schools provides students the opportunity to broaden their learning through curricular-related activities.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours with an adult sponsor who completes a volunteer application and building use requirements form. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

SUBSTANCE ABUSE

Student use, sale and/or possession of tobacco, drugs, narcotics, alcohol or behavior altering substances is against the law and expressly forbidden by the South Lake Schools' Pupil Conduct Code. Consequences include parent notification, suspension and police department referral. A copy of the Pupil Conduct Code may be obtained from the principal.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

- [] Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

- [] The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Parents of students who accumulate excessive tardies, unexcused absences, and/or early departures from school will receive letters from the school office regarding the student's attendance. If attendance issues continue to be a concern and are not resolved by parent notification, a referral will be made to the Macomb County Attendance Officer documenting the student's attendance record.

EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

- Illness
- Recovery from accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

If there is a pattern of frequent absence for "illness," the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness," a possible sign of poor work ethic and irresponsible behavior.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the classroom teacher beginning with the second day of a suspension. Make-up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

EXCUSABLE, NON-APPROVED ABSENCE

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

NOTIFICATION OF ABSENCES

Parents must provide an explanation for their child's absence by no later than 8:30 a.m. on the day of the absence or by the following day. They are to call the attendance line and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Attendance Phone Numbers:

Avalon – (586) 435-1050

Elmwood – (586) 435-1150

Koepsell – (586) 435-1550

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

[] If the absence is unexcused or unauthorized by the principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

TARDINESS ELEMENTARY LEVEL

A student who is not in his/her assigned location by 8:10 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the classroom teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the school to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events regardless of the location.

CODE OF CONDUCT

INTRODUCTION

To establish reasonable consistency in the schools, a uniform Student Discipline Code has been developed. Teachers may develop individual rules and disciplinary practices to deal with individual or classroom problems which supplement this Code and which are not in conflict with it. The Code of Student Conduct applies to students enrolled in South Lake Schools. Notwithstanding any other provision of this code, the district will comply with procedural safeguards under Section 504 of the Rehabilitation Act (Section 504) and the Individuals with Disabilities Act (IDEA) discipline regulations for students with disabilities when applicable.

ESTABLISHING POSITIVE ELEMENTARY SCHOOL CLIMATES THROUGH PBIS

The South Lake Elementary School vision, mission, and goals include educating students in a positive environment to help students make responsible decisions. We recognize our kindergarten through fifth grade children need support to learn and practice appropriate behaviors. Throughout our schools, all staff share responsibility for directly teaching students behavioral expectations and monitoring their choices to ensure students are safe.

To enhance the climate in our schools and to teach students behavior expectations, our district is implementing a research-based framework called Positive Behavior Interventions Support (PBIS). All teachers and staff are receiving professional development in PBIS and are collaboratively working to design, implement, and evaluate our behavioral supports for students. The characteristics of PBIS include the following:

- PBIS provides schools with systems, resources, and tools to teach and support positive behavior for ALL students.
- PBIS uses a team approach in identifying strengths, weaknesses, and areas of need to improve student behavior, both school-wide and in classrooms.
- School implementation begins with identification of expected student behaviors in each school setting.
- Students are directly taught behavior expectations in each school setting when they enter school in September and at regular intervals throughout the year. Training sessions include student practice and discussion.
- All school staff monitor and reinforce student behavior.
- Effective implementation of PBIS increases positive student behaviors for better learning, while decreasing behavioral disruptions to learning.

To help parents understand the behavior expectations at Avalon, Elmwood, and Koepsell in each setting within the schools (from classrooms to playgrounds), each school will include the School-wide Behavior Expectations in the “Back to School” packet for parents. We encourage parents to ask teachers and principals any questions they may have about the School-wide Behavior Expectations.

DRESS AND GROOMING

The primary purpose of school is to provide an atmosphere which enhances teaching for all students. It is necessarily emphasized that the basic responsibility for acceptable dress, both in schools and in the community, belongs to the parents. Specific applications of the dress code will be dependent upon building environment, class requirements and age and characteristics of the student. As such, specific rules may differ between the elementary, middle and high school dress codes.

The overall appearance of a student should not disrupt the educational process. Students are advised that cleanliness, neatness and other aspects of personal appearance are mandatory.

Coats, hats, sunglasses and clothing designed for outdoor wear may not be worn to classes. The building principal can require a change in clothing if a student's clothing is not appropriate. Weather conditions should guide parents' decisions about clothing to be worn to school.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. USE OF DRUGS

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

[] The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

[] The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. USE OF BREATH-TEST INSTRUMENTS

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. USE OF TOBACCO

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. STUDENT DISORDER/DEMONSTRATION

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. POSSESSION OF A WEAPON

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. PURPOSELY SETTING A FIRE

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. GAMBLING

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. FALSE ALARMS, FALSE REPORTS, AND BOMB THREATS

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. THEFT

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. DISOBEDIENCE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. DAMAGING PROPERTY

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. PERSISTENT ABSENCE OR TARDINESS

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absences could lead to suspension from school.

21. UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. POSSESSION OF WIRELESS COMMUNICATION DEVICES (WCDS)

A student may possess wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone

text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. VIOLATION OF BUS RULES

- Verbal warning
- Conference with bus driver
- Driver issued consequences
- Ticket – signature of parent and principal required
- Suspension of transportation privileges

28. DISRUPTION OF THE EDUCATIONAL PROCESS

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-

sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the John Thero, Director of Instruction and Assessment at jthero@solake.org, phone (586) 435-1640. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

HARASSMENT

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

29A. HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as, but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing the person being hazed.

29B. BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

NOTIFICATION

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

IMPLEMENTATION

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

PROCEDURE

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

NON-RETALIATION/FALSE REPORTS

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

DEFINITIONS

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking,

intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

30. POSSESSION OF A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal Due Process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

CRIMINAL ACTS

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

SAFETY CONCERNS

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

PROFANITY

Any behavior or language, which in the judgment of the staff or administration is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste, will be subject to disciplinary action.

DISCIPLINE

In accordance with South Lake Schools' Board Policy 5600:

The Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially-acceptable behavior;
- Respect the person and property of others;
- Reserve the degree of order necessary to the educational program in which they are engaged;
- Respect the rights of others;
- Obey constituted authority and respond to those who hold that authority.

At the elementary level, in accordance with PBIS research and practices, **our first priority is to directly teach, monitor, and reinforce positive behavior expectations.**

Most behavioral infractions are managed within classrooms by teachers and communicated directly to parents. If students are referred to the school office for more serious disruptions to learning, the principal or designee will explore the problem with the student and others involved (teacher or staff member, peers). In addition, the teacher or principal will inform parents of the incident and share problem-solving steps and disciplinary consequences. In addition, disciplinary consequences for infractions of rules shall:

- Relate in kind and degree to the infraction;
- Help the student learn to take responsibility for his/her actions;
- Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Student suspension is reserved for instances of student behavior that threaten the safety of others at school. It is infrequently used, as research demonstrates that suspension does not have long-term benefits in correcting student behavior. Parents are notified of student suspension by phone with a follow-up letter explaining the suspension. Parents are also requested to meet with school staff upon their child's return to school to develop a plan to support his/her success.

South Lake Board Policy 5610 defines suspension as “the short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.” Expulsion is “the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.0.” The policy further outlines students' and parents' rights due to process and provisions for students to complete make-up work while out of school.

Finally, discipline and suspension of students with disabilities “shall abide by Federal and State laws regarding suspension and expulsion” (South Lake Schools Board Policy 5605).

Disciplinary infractions and the responses to them are divided into four levels. In choosing an appropriate disciplinary response for offenses, school personnel may select from the disciplinary responses appropriate to the level of the offense. In certain circumstances a combination of disciplinary responses may be appropriate. This process is progressive and designed to promote learning and application of appropriate behavior and social skills in all children of elementary age.

The school administrator/designee must be informed of all acts of misconduct that may result in the removal of a student from school or an extracurricular/co-curricular activity.

Level I

Level I offenses are acts of misconduct which interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

Infractions

- Classroom disruption
- Disruptive conduct
- Dress code
- Profane, obscene, abusive language/materials
language/materials
- Tardiness/skipping
- Disrespect for others

Level I Responses

- Parental contact
- Verbal reprimand
- Lunch detention (parental contact recommended)
- Warning of referral to Level II
- Behavior Plan
- School/classroom Behavior Management Plan

Level II

Level II acts of misconduct may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others.

Level II Infractions

- Destruction of property
- Attempting to fight or inciting others
- Harassment
- Repeated misconduct
- Open defiance

Level II Responses

- Parental contact/conference (recommended)
- Student/teacher/principal conference (recommended)

Level II Responses

- Behavior contract (written)
- In-school suspension (one day)
- Lunch detention (parental contact recommended)
- Out of school suspension (one day)
- Warning of referral to Level III

Level III

Level III infractions include, but are not limited to: repeated acts of misconduct, serious disruptions of the orderly conduct of school, threats to the health, safety and property of self or others, and other acts of serious misconduct.

Level III Infractions

- Assault
- Battery of student
- Fighting (mutual altercation)
- Destruction of property or vandalism (**over \$100**)
- Gross insubordination
- Repeated misconduct
- Malicious harassment, bullying or intimidation
- Smoking (and other use of tobacco products)
- Theft (\$50 & over)

Level III Responses

- Parental contact conference (mandatory)
- Student/teacher/principal conference (recommended)
- Behavior contract (written)
- In-school suspension (2-3 days)
- Out of school suspension (2-3 days)
- Expulsion from school
- Referral to appropriate prevention or treatment program

Level III Responses

- Notify appropriate law enforcement agency
- Alternative placement
- Temporary or permanent removal from participation in extracurricular and/or co-curricular program or activity
- Warning of referral to Level IV

Level IV

Level IV acts of misconduct are those of the most serious category.

Level IV Infractions

- Assault of employees and volunteers
- Threat or false report of bomb or other destructive device/explosion
- Breaking and entering
- Drugs/substance abuse
- Extortion

Level IV Responses

- Parental contact (mandatory)
- Student/parent/principal conference (mandatory)
- Suspension from school (4 to 10 days with recommendation for expulsion)
- Post suspension contract
- Expulsion from school (see Board Policy 5610 and 5605)
- Notify law enforcement
- Alternative placement

REPORTS TO LAW ENFORCEMENT AGENCIES

The School Board views criminal acts, and those which may affect the health, safety, and welfare of those on a school campus as extremely serious in nature.



In addition to disciplinary action administered at the school level, certain acts shall be reported to the appropriate law enforcement agency.

1. Arson
2. Assaults in which the victim is injured and any continued pattern of recurring simple assaults, including recurring fighting with, or threats to, others and any assault or threat by word or act to use deadly force, whether or not the student has the apparent ability to use such force
3. Bombs and other explosive agents other than minor firework
4. Breaking and entering
5. Disturbances that substantially disrupt school
6. False alarms or calls
7. Possession/use/distribution of weapons or ammunition
8. Property damage of a substantial nature
9. Robbery
10. Sexual offenses/battery endangering the health, safety or welfare of others
11. Smoking tobacco products in, on, or within 1,000 feet of campus by a student under 18
12. Theft
13. Throwing from the bus window any object likely to cause bodily harm or property damage
14. Vandalism other than of a minor nature
15. Possession/use/distribution of drugs or alcohol products
16. Gang rivalries or activities

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the

length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Director of Instruction and Assessment. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process,

- () the student shall not be allowed to remain in school.
- () the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed

- () after the return to school.
- () while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;
- * the time and place of the Board meeting;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

South Lake Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal forty-eight (48) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The mission of the transportation department is to provide the safest and most efficient means of transporting your children to and from school as available resources allow. We have a staff of professionally trained and certified school bus drivers who use the utmost care in bringing your children to and from school each day. Our administrative and office staff strives to provide prompt and courteous services to all students while committing resources with integrity and efficiency.

Anyone with questions concerning a child's eligibility to ride should contact the principal of the school involved or contact the Transportation Department at 586-435-1622.

Once the exact number of bus riders is known, the locations, times and/or runs may change. Parents will be informed of all changes as they occur.

What if My Child Wants to Use Another Bus Stop?

Your child must ride their assigned bus to and from their assigned bus stop. Due to overloading and safety reasons, we cannot allow children to ride a bus other than their own. You will have to provide their transportation to friends' homes after school. If for emergency reasons a child must use a different bus or bus stop, check with the Transportation Department at 586-435-1622.

BUS CONDUCT

While waiting for the bus, your child is responsible for:

- Arriving at the bus stop no earlier/later than 10 minutes prior to the published pickup time
- Getting on and off the bus at his/her assigned bus stop
- Riding only his/her assigned bus
- Staying off lawns, porches, driveways and out of the street
- Lining up in a single file at least six feet from the curb or roadside
- Not approaching the bus until it has come to a complete stop and the door is opened
- Speak in conversational tones
- Not littering
- Respecting others at all times

While on the bus, your child is responsible for:

- Staying seated at all times, facing forward with no part of the body in the aisle, or out the window
- No eating, drinking or chewing gum
- No throwing anything, either on the bus or out the window
- No writing on or damaging the bus in any way
- No touching any mechanisms, switches, or emergency doors and windows
- No fighting, pushing, vulgar language or insults
- Speaking in conversational tones – no yelling or loud noises
- Being courteous and respectful at all times

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Dear Parent,

We hope this Handbook will be a valuable resource for you in answering many of your most frequently asked questions. Please review this Handbook with your child(ren), then sign and return this page to your school office. Thank you for your support and cooperation in helping your child understand and follow school procedures and guidelines.

I have read the contents of the Elementary Handbook with my child and we both understand our responsibilities.

Parent/Guardian Signature Date

Student 1 Signature Date

Student 2 Signature Date

Student 3 Signature Date

Student 4 Signature Date

Student 5 Signature Date

Name of School

PLEASE COMPLETE THIS PAGE WITH YOUR CHILD AND RETURN IT TO SCHOOL BY MONDAY, SEPTEMBER 11, 2017.